Index of Articles Published in 1985

AMS ACTIVITIES

AMS Foundation: Focusing on Management's Future, Michael Cregar, Oct., p. 30.
C.A.M., New Directions for, Carl W. Nelson, Ph.D., Nov., p. 32.
(Conference '85) Philadelphia Style! Karen Love Millul, March, p. 34.
Conference '85 — Philadelphia Style, Jeffrey E. Long, July/Aug., p. 45.
(Conference '85) Restaurant Renaissance, Marge Cassidy, May, p. 30.
(Conference '85) Where History Lives, Elizabeth M. Trendle, April, p. 30.

COMPUTERS & AUTOMATION

Automating America, Joseph J. Kroger, Oct., p. 1.
Computer, Getting Comfortable with Your, Peter Margarita, May, p. 18.
Copier Market Takes Off, Karen Keer, Sept., p. 26.
Copiers Holding Steady, Janet Mason, Sept., p. 28.
High-Tech Heroes, Janet Mason, Sept., p. 39.
Information Technology, Why British Industry is Still Lagging in the Application of, Max Hand, Tom Bevington, Feb., p. 28.
(LANs) Building Networks, Janet Mason, Nov., p. 34.
Mailroom Magic, Robert C. Lawrence, Feb., p. 36.
(Microimage) Transmitting Images, John A. Lacy, Sept., p. 36.
(Microwave) The Radio Link, Peter Liloia, April, p. 34.
OA Concerns, Managers Rate, Dr. Stan Brereton, C.A.M., Oct., p. 26.
OA Efforts Ignore People, March, p. 5.
(Office automation) Butterflies & Information Technology, Richard J. Zmuda, C.A.M., CPCU, MBA, Nov., p. 29.
Office Automation, Strategies for Managing, Walter A. Kleinschrod, June, p. 8.
(Office automation) The Impact of Information Technology and Office Automation on Administrative Management, Dennis Alan Wheatley, Oct., p. 28.
PCs Dig In, Janet Mason, Nov., p. 16.
PCs Grow More Sophisticated, Nancy A. Papaleo, Nov., p. 13.
(PCs) Office Abacus Explosion, The, Steven F. Farkas, Dec., p. 16.
Software, In Search of, Lonnie Farnell, Nov., p. 10.
Software Sell, The, Kawanna J. Simpson, Ed.D., Sept., p. 44.
Software Shuffle, Naomi Leventhal, Ph.D., June, p. 48.
Technology Match, Calvin Pava, Ph.D., Sept., p. 1.
Technology's Touch, John Diebold, Feb., p. 1.
Telecommunications, Big Changes Foreseen in, July/Aug., p. 11.
(Telecommunications) Choosing Your Long-Distance Route, Bruce D. Nelson, July/Aug., p. 16.
(Telecommunications) The State of the Shakeout, Janet Mason, July/Aug., p. 18.
Telecommuter Blues, William Atkinson, Nov., p. 44.
Video, Via, Timothy Schade, June, p. 40.
WP Meets DP, Brian R. Blackmarr, April, p. 16.
WP, The State of, Lou Pilla, April, p. 18.
(WP) What's New in '85, Shirley M. Unley, April, p. 14.

GENERAL MANAGEMENT

Annual Reports Make Executive Grade, Dec., p. 5.
Business Education, A Week for, April p. 4.
(Business education) Supporting Schools, David Weingast, Ph.D., May, p. 44.
(Business etiquette) Mind Your Management Manners, Janet Bryant-McIlhenny, June, p. 34.
Business Expenses, Company Policies on, Dr. Edward G. Thomas, C.A.M., Jan., p. 28.
CEOs, Costs, Exec Productivity Worry, March, p. 5.
Chinese Office, Staffing the, May, p. 4.
Communicate, the Power of One-On-One, Robert W. Goddard, Sept., p. 8.
(Communication) All on First-Name Basis, April, p. 4.
Communication Climate, William P. Gardner, MBA, Nancy B. Masztal, Ph.D., Jan., p. 30.
(Communication) Learning to Listen, Stephen D. Boyd, Ph.D., April, p. 32.
(Communication) Let's Talk! James B. Strenski, Nov., p. 1.
(Communication) Listen While You Work, July/Aug., p. 10.
Comparable Worth, What You Should Know About, William J. Smith, July/Aug., p. 12.
Consultants, a Quarter Million for, Jan., p. 5.
(Creativity) Solving Problems Creatively, Jerry Conrath, Jan., p. 17.
Difficult Employee, Defusing the, Dr. Charles Ben Bissell, Feb., p. 30.
(Decision making) How to Make Decisions — Fast, Nido R. Qubein, Sept., p. 17.
(Economy) A House Divided, Dr. Herbert E. Striner, May, p. 1.
Economy '85, David L. Littmann, Jan., p. 1.
(Economy) Made in America, Martin R. Smith, Dec., p. 1.
Economy: Steady in 1985....and at a 20-Year High, Feb., p. 4.
Employee Theft — A $40-Billion Crime, Gregory B. Arnold, Nov., p. 27.
Entrepreneurial Bug Spreads, March, p. 4.
(Entrepreneurs) Bored Business Owners? Dec., p. 5.
(Finance) Banking on Bankers, Ted R. Ridlehuber, Dec., p. 34.
(Finance) Banks Unbound, Moustafa H. Abdelsamad, DBA, March, p. 40.
(Finance) CPA Savvy, Alex B. Cameron, Ph.D., CMA, July/Aug., p. 40.
(Finance) Locking Assets in, Dr. Stanley X. Lewis, Jr., CPA, Jan., p. 36.
Influencing Others, The Art of, M.A.S. Latib, G. Creighton Frampton, Ph.D., Feb., p. 9.
(Innovation) Bringing New Ideas to Light, Robert W. Goddard, Dec., p. 8.
(Innovation) Riding with Change, Homer S. Black, Ph.D., C.A.M., Dec., p. 12.
Intuition, Unlocking Your, Weston H. Agor, May, p. 9.

Index of Articles Published in 1985

AMS ACTIVITIES

AMS Foundation: Focusing on Management's Future, Michael Cregar, Oct., p. 30.
C.A.M., New Directions for, Carl W. Nelson, Ph.D., Nov., p. 32.
(Conference '85) Philadelphia Style! Karen Love Millul, March, p. 34.
Conference '85 — Philadelphia Style, Jeffrey E. Long, July/Aug., p. 45.
(Conference '85) Restaurant Renaissance, Marge Cassidy, May, p. 30.
(Conference '85) Where History Lives, Elizabeth M. Trendle, April, p. 30.

COMPUTERS & AUTOMATION

Automating America, Joseph J. Kroger, Oct., p. 1.
Computer, Getting Comfortable with Your, Peter Margarita, May, p. 18.
Copier Market Takes Off, Karen Keer, Sept., p. 26.
Copiers Holding Steady, Janet Mason, Sept., p. 28.
High-Tech Heroes, Janet Mason, Sept., p. 39.
Information Technology, Why British Industry is Still Lagging in the Application of, Max Hand, Tom Bevington, Feb., p. 28.
(LANs) Building Networks, Janet Mason, Nov., p. 34.
Mailroom Magic, Robert C. Lawrence, Feb., p. 36.
(Microimage) Transmitting Images, John A. Lacy, Sept., p. 36.
(Microwave) The Radio Link, Peter Liloia, April, p. 34.
OA Concerns, Managers Rate, Dr. Stan Brereton, C.A.M., Oct., p. 26.
OA Efforts Ignore People, March, p. 5.
(Office automation) Butterflies & Information Technology, Richard J. Zmuda, C.A.M., CPCU, MBA, Nov., p. 29.
Office Automation, Strategies for Managing, Walter A. Kleinschrod, June, p. 8.
(Office automation) The Impact of Information Technology and Office Automation on Administrative Management, Dennis Alan Wheatley, Oct., p. 28.
PCs Dig In, Janet Mason, Nov., p. 16.
PCs Grow More Sophisticated, Nancy A. Papaleo, Nov., p. 13.
(PCs) Office Abacus Explosion, The, Steven F. Farkas, Dec., p. 16.
Software, In Search of, Lonnie Farnell, Nov., p. 10.
Software Sell, The, Kawanna J. Simpson, Ed.D., Sept., p. 44.
Software Shuffle, Naomi Leventhal, Ph.D., June, p. 48.
Technology Match, Calvin Pava, Ph.D., Sept., p. 1.
Technology's Touch, John Diebold, Feb., p. 1.
Telecommunications, Big Changes Foreseen in, July/Aug., p. 11.
(Telecommunications) Choosing Your Long-Distance Route, Bruce D. Nelson, July/Aug., p. 16.
(Telecommunications) The State of the Shakeout, Janet Mason, July/Aug., p. 18.
Telecommuter Blues, William Atkinson, Nov., p. 44.
Video, Via, Timothy Schade, June, p. 40.
WP Meets DP, Brian R. Blackmarr, April, p. 16.
WP, The State of, Lou Pilla, April, p. 18.
(WP) What's New in '85, Shirley M. Unley, April, p. 14.

GENERAL MANAGEMENT

Annual Reports Make Executive Grade, Dec., p. 5.
Business Education, A Week for, April p. 4.
(Business education) Supporting Schools, David Weingast, Ph.D., May, p. 44.
(Business etiquette) Mind Your Management Manners, Janet Bryant-McIlhenny, June, p. 34.
Business Expenses, Company Policies on, Dr. Edward G. Thomas, C.A.M., Jan., p. 28.
CEOs, Costs, Exec Productivity Worry, March, p. 5.
Chinese Office, Staffing the, May, p. 4.
Communicate, the Power of One-On-One, Robert W. Goddard, Sept., p. 8.
(Communication) All on First-Name Basis, April, p. 4.
Communication Climate, William P. Gardner, MBA, Nancy B. Masztal, Ph.D., Jan., p. 30.
(Communication) Learning to Listen, Stephen D. Boyd, Ph.D., April, p. 32.
(Communication) Let's Talk! James B. Strenski, Nov., p. 1.
(Communication) Listen While You Work, July/Aug., p. 10.
Comparable Worth, What You Should Know About, William J. Smith, July/Aug., p. 12.
Consultants, a Quarter Million for, Jan., p. 5.
(Creativity) Solving Problems Creatively, Jerry Conrath, Jan., p. 17.
Difficult Employee, Defusing the, Dr. Charles Ben Bissell, Feb., p. 30.
(Decision making) How to Make Decisions — Fast, Nido R. Qubein, Sept., p. 17.
(Economy) A House Divided, Dr. Herbert E. Striner, May, p. 1.
Economy '85, David L. Littmann, Jan., p. 1.
(Economy) Made in America, Martin R. Smith, Dec., p. 1.
Economy: Steady in 1985....and at a 20-Year High, Feb., p. 4.
Employee Theft — A $40-Billion Crime, Gregory B. Arnold, Nov., p. 27.
Entrepreneurial Bug Spreads, March, p. 4.
(Entrepreneurs) Bored Business Owners? Dec., p. 5.
(Finance) Banking on Bankers, Ted R. Ridlehuber, Dec., p. 34.
(Finance) Banks Unbound, Moustafa H. Abdelsamad, DBA, March, p. 40.
(Finance) CPA Savvy, Alex B. Cameron, Ph.D., CMA, July/Aug., p. 40.
(Finance) Locking Assets in, Dr. Stanley X. Lewis, Jr., CPA, Jan., p. 36.
Influencing Others, The Art of, M.A.S. Latib, G. Creighton Frampton, Ph.D., Feb., p. 9.
(Innovation) Bringing New Ideas to Light, Robert W. Goddard, Dec., p. 8.
(Innovation) Riding with Change, Homer S. Black, Ph.D., C.A.M., Dec., p. 12.
Intuition, Unlocking Your, Weston H. Agor, May, p. 9.

Investing Smart, Leon B. Hoshower, May, p. 36.
Letter-Cost Increase Slows, Sept., p. 5.
Letters, Streamlining, Kurt G. Leuser, May, p. 32.
Middle Managers' Safety Net, Feb., p. 4.
(Management basics) Forsaking Fads, Murray Axmith, March, p. 1.
Management Week, U.S. Observes, June, p. 4.
Marketers, Managers As, Shirley Maly Feb., p. 44.
Motivate, How Not to, Don Caruth, Ph.D., APD, Robert M. Noe, Ed.D., SPHR, Oct., p. 18.
(Motivation) Pyramid Power, Lin Grensing, June, p. 38.
(New management) A Call for "Reinvention," Joseph E. McKendrick, Oct., p. 38.
(New management) A Common Vision, Charles H. York, July/Aug., p. 1.
New Management Catching On, Jan., p. 4.
(New management) Corporate Refocusing Continues, Dec., p. 4.
(New management) Excellence Returns, Joseph McKendrick, July/Aug., p. 42.
(New management) The Employee as Entrepreneur, Joseph McKendrick, Jan., p. 12.
(New management) The Rise of the New Organization, Robert W. Goddard, Jan., p. 7.
Office Boom, 1980s Seeing Record, Jan., p. 4.
Office Construction Sets Records in '85, Nov., p. 5.
(Office design) Is This Office in Your Future? Feb., p. 4.
(Office design) Humanizing Your Office, Mary Knackstedt, ASID, Jan., p. 26.
(Plant location) Ten Hot Areas for New Plants, May, p. 4.
Printing for Managers, The ABCs of, Judy E. Pickens, ABC, July/Aug., p. 32.
Politics, Positive, William A. Jones, Jr., March, p. 44.
Productivity Growth: Average, May, p. 4.
Productivity: Turning Around, March, p. 4.
QWL, U.S. Senate Awards, Oct., p. 4.
(Relocation) The Right Move, Alec Dyson Brown, Dec., p. 28.
Secretaries 1985: Popular and Computing, April, p. 5.
(Small business development) A Growing Plan, Rock N. Hankin, Wilfred J. Bagg, June, p. 42.
(Small business development) A Survival Guide, Dr. T.C. Carbone, CPA, Nov., p. 36.
Smoking & Output, Alfred Vogel, April, p. 44.
Smoking, Firm Extinguishes, March, p. 4.
Strategy, Shaping, Gerald R. Ferris, Dan Curtin, APM, Jan., p. 32.
(Success) Are You An Achiever? Janet Mason, Dec., p. 36.
Success, Neatness Equals, Sept., p. 4.
Success, The Stages of, Dr. T.C. Carbone, CPA, April, p. 36.
Successor, Selecting Your, Norman S. Rachlin, CPA, Sept., p. 34.
Team Briefing and Quality Circles Prove Their Value, Rupert Middleton, June, p. 36.
Time, Getting the Most Out of Your, Edward J. Feeney, Sept., p. 18.
(Time management) Employee Interruptions, Jeffrey P. Davidson, CMC, Oct., p. 34.
(Time management) Executive Lunches, Dec., p. 5.
Turnaround, Making the, Conrad J. Kasperson, Samuel Wagner, Feb., p. 32.
Unemployed Organize to Voice Concerns, Jan., p. 5.
Women: Blocked By Corporate Politics? Jean R. Haskell, Ed.D., Oct., p. 12.
Women, Opportunities for, Janet Mason, Oct., p. 16.
Wellness Comes to Work, Andrew J. J. Brennan, Ph.D., Feb., p. 13.
Woman-Entrepreneur Hotline, May, p. 5.

HUMAN RESOURCES

Benefits, Taxing, Philip Briggs, April, p. 1.
Benefits, Cafeteria, Joseph McKendrick, May, p. 14.
Benefits, Update on Company Programs, Linda Garges, Dec., p. 26.
Career Building for Your Employees, Robert W. Goddard, June, p. 12.
Careers, Channeling, Thomas F. Casey, Josette Salino, Oct., p. 32.
(Defamation) Careless Whispers, Richard L. Cassin, Jr., Dec., p. 30.
Employment Picture Brighter, Nov., p. 4.
ESOP Acquires Consulting Firm, Oct., p. 5.
(Firing) Don't Fire on Friday, June, p. 5.
(Firing) Responding to Termination, Oct., p. 5.
Flexible Plans, Taxes May Spur, July/Aug., p. 10.
Health Benefits Popular for Retirees, May, p. 5.
Health, the Costs of, January, p. 4.
Healthcare: Management Needed, Feb., p. 5.
Healthcare, Speaking of, Oct., p. 5.
(Hiring) Companies Look to Local Talent, Jan., p. 5.
(Hiring) Most Professionals Hired Through Ads, April, p. 4.
Hiring Plans Drop Off, Dec., p. 4.
(Hiring) Seeking Substance, I. Thomas Sheppard, Ph.D., July/Aug., p. 36.
(Hiring) Smart Selection, Carol Schneider-Jenkins, Norma Carr-Ruffino, Ph.D., March, p. 38.
Hiring Success, Six Steps to, Sam Skeegan, May, p. 11.
HMO Appeal, Jerry H. Brazil, March, p. 36.
HMO Enrollment Steady, Nov., p. 4.
(Older workers) Mature & Motivated, Edmund R. Hergenrather, June, p. 1.
(Older workers) The Reborn Retiree, L. Harding Migotti, July/Aug., p. 52.
(Pay) DP Salaries Saw Five Percent Hike in '84, June, p. 4.
(Job descriptions) Dynamic Descriptions, Gene F. Scollard, C.A.M., May, p. 34.
(Pay) Clerical Salaries '85, Cynthia M. Latessa, July/Aug., p. 30.
(Pay) '85 Raises — Conservative, April, p. 5.
(Pay) Management Salaries '84, Phyllis K. Bonfield, March, p 17.
(Pay) Management Salaries Rebound Slightly, Sept., p. 5.
(Pay) U.S. Execs top Pay Scale, Dec., p. 4.
(Pay) Wage Policies: Tough, Disciplined, June, p. 5.
Pay Scales, Tipping, Daniel F. Halloran, Oct., p. 44.
(Performance appraisal) Appraisals Everyone Can Agree On, Gerald R. Ferris, Ph.D., David C. Gilmore, Ph.D., Sept., p. 12.
(Performance appraisal) Evaluating the '80s Employee, Robert W. Goddard, April, p. 8.
Personnel Cost Up In '85, Sept., p. 5.
Promotion Puzzle, Solving the, Stephen L. Cohen, Ph.D., James R. Preston, Feb., p. 17.
Promotions Without Pyramids, Sept., p. 4.
Relocation: City Costs Rated, March, p. 5.
(Relocation) Moving Two Careers, James E. Challenger, July/Aug., p. 38.
Relos on the Rise, Sept., p. 4.
Resumes: Stretching the Truth? June, p. 4.
Retirement Losing Support, Nov., p. 4.
(Sexual harassment) Employers Face Harassment Liability, Nov., p. 5.
Sick-Leave Policies, Reviving, Oct., p. 4.
Temp-Help Update, Janet Mason, June, p. 15.
(Training) Asking "Dumb" Questions, Eugene C. Fetteroll, Jr., Sept., p. 32.
Training Imperative, Helen Seltzer, Steven Cooper, Dec., p. 44.
Travel Expenses, Firms Tackle, July/Aug., p. 10.
Turnover Reflects Improved Economy, Dr. Edward G. Thomas, C.A.M., Oct., p. 8.
Turnover Up, Absence Same, June, p. 5.
Unjust Discharge Arises, Lou Pilla, March, p. 14.
(Unjust discharge) The Fading of Firing-at-Will, Dr. George E. Stevens, March, p. 8.
Vacation Chaos, Clarifying the, May, p. 5.
(Women in the workforce) Employment for Women Stable in '85, Oct., p. 4.
(Women in the workforce) Why Stereotypes Hurt, Karen Shepherd, Jan., p. 44.